

## “Enhanced Productivity Programme : 2002-03” Booklet

### Report on EPP Savings – Legal Aid Department

Total value of EPP savings in 2002-03: **\$5.000 m**, equivalent to **2.0%** of total recurrent baseline expenditure in that year that is subject to EPP. Total EPP savings (as a percentage of recurrent baseline expenditure subject to EPP) achieved by 2002-03 on a **cumulative** basis is **5.0 %**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
<b>PE/PRE</b>	0.314	<ul style="list-style-type: none"> <li>● Rationalise the staffing requirement of the Translation Office through centralisation and optimisation of resources</li> </ul> <p><i>Savings:</i> Deletion of the following post in 2001-02 :</p> <p style="padding-left: 40px;">1 Chinese Language Officer II</p>	<p>To promote wider use of Chinese in the Department by providing necessary training, equipment and technical support to staff.</p> <p>The post is vacant.</p>
	0.614	<ul style="list-style-type: none"> <li>● Re-engineer and streamline the existing workflow of the Legal Aid Assistant Teams in order to enhance operational efficiency</li> </ul> <p><i>Savings:</i> Deletion of the following posts in 2002-03 :</p> <p style="padding-left: 40px;">2 Legal Aid Assistant</p> <p style="padding-left: 40px;">1 Legal Aid Assistant (6 months)</p>	<p>To streamline the work procedures so that the service need can be met with less staff.</p> <p>The posts are vacant.</p>
<i>Subtotal</i>	<i>0.928</i>		
<b>DE/OC</b>	0.600	<p>Economise in expenditure on departmental expenses including the followings:</p> <ul style="list-style-type: none"> <li>● Streamline existing workflow and filling of vacant posts so as to reduce resources required for engaging non-civil service contract staff.</li> </ul>	<p>Through careful planning and effective resource management, we shall be able to achieve the target savings under DE without affecting the quality of service.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	1.000	<ul style="list-style-type: none"> <li>• Serviceable peripherals of personal computers such as monitors, RAM, sound cards, keyboard etc. will be reused upon replacement of new personal computers</li> </ul>	<p>The wider use of information technology and office automation will lead to more effective and efficient use of resources and hence reduce cost</p> <p>The quality of service will not be affected as savings are achieved by optimising the use of resources</p> <p>Distribution of publications by electronic means will enhance the efficiency of information dissemination while reducing costs. The wider use of networks, such as the internet, will also widen the scope of recipients.</p>
	2.000	<ul style="list-style-type: none"> <li>• Economise in the procurement of furniture and office equipment</li> </ul>	
	0.172	<ul style="list-style-type: none"> <li>• More extensive use of electronic mail for communication among offices to save paper and reduce the need for additional fax lines</li> </ul>	
	0.100	<ul style="list-style-type: none"> <li>• Reduce spending on general departmental expenses as a result of deletion of posts in 2002-03</li> </ul>	
	0.100	<ul style="list-style-type: none"> <li>• Reduce consumption of paper and electricity under department's green management programme</li> </ul>	
	0.100	<ul style="list-style-type: none"> <li>• Reduce expenditure on the printing of publications by cutting the number of hard copies; utilising the government communication network and the internet.</li> </ul>	
<i>Subtotal</i>	4.072		
<b>Total</b>	<b>5.000</b>		

PE :	Personal Emoluments	i.e. Staff salaries and allowances
PRE :	Personnel Related Expenses	i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing
DE :	Departmental Expenses	i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture
OC :	Other Charges	i.e. Significant expenditure peculiar to a particular department's operation
	Subventions	i.e. Recurrent payment to non-government bodies in support of their on-going expenses